



CITY OF BRAWLEY JOB ANNOUNCEMENT

DEPARTMENT: Building

POSITION: Building Inspector

SALARY: \$4,860.26 per month

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS: One year experience in municipal building inspection or three years of journey level experience in construction trades or as a contractor. An Associate Degree or Certificate of Completion from an accredited building inspection technology program required. ICBO certification is desired.

This position requires a valid California driver's license.

Bilingual (Spanish/English) is a plus.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: April 19, 2018

(Posted 4/5/2018)



COMMUNITY DEVELOPMENT SERVICES

BUILDING INSPECTOR

Definition:

Under general supervision, the Building Inspector reviews construction plans for compliance with Building Codes and Municipal Ordinances; conducts field inspections on residential, commercial, and industrial structures for compliance. Performs responsibilities relating to City's housing rehabilitation program.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Reviews building plans and specifications for compliance with Building Codes, Energy Codes, Mechanical and Plumbing Codes, and City Ordinances.
- Inspects buildings during construction, removal, alterations, and repairs for compliance with approved plans, codes, and ordinances.
- Conducts safety inspections of structures for hazards relative to Health and Safety Standards and makes recommendations for corrections.
- Issues permits required under City Ordinances.
- Answers questions from citizens concerning construction codes and standards and maintains positive public relations.
- Maintains necessary records, documents and files.
- Conducts investigations to enforce zoning ordinance and issues abatement notices.
- As directed, under general supervision of Development Services Director, serves as housing rehabilitation inspector.
 - Conducts preliminary housing inspections to determine housing in need of rehabilitation.
 - Prepares work write-ups/job specification packages, including work design plans and cost estimates to provide homeowner, contractor, and State with accurate information.
 - Monitors contractors' work and conducts final inspections to ensure compliance with Building and Housing Codes and Regulations.
 - Coordinates with private and government agencies on technical matters to ensure that rehabilitation is proceeding in an appropriate and orderly fashion.
 - Assists in preparing complete housing case files to maintain accurate record of housing rehabilitation program.

Revised: 04/05/2018

- Prepares bid documents and opens bids.
- Conducts site inspections as requested by other City departments for field information.
- Instructs homeowners on how to prepare and submit plans for approval and permitting.
- Answers phones and directs calls as needed.
- Answers questions posed by the public pertaining to Building Division and general City operations.
- Able to direct / refer members of the public to appropriate person or agency governing questions posed.
- Draft and prepare contracts for abatement of nuisances in compliance with State laws and prevailing wage requirements.

Knowledge and Abilities

- Knowledge of building construction methods and materials, State and local laws relating to construction.
- Ability to read and interpret building plans and specifications and to explore their application in building construction; to prepare clear written reports; to interface effectively with and obtain the cooperation of persons connected with the building trades.
- Must be able to operate basic office equipment including computers, calculators, printers, copiers, etc.
- Familiar with Microsoft Office suite and able to prepare formal written correspondence.

Experience and Education

One (1) year experience in municipal building inspection or three (3) years of journey level experience in construction trades or as a contractor. An Associate Degree or Certificate of Completion from an accredited building inspection technology program required. ICBO certification is desired. A valid California Driver's License is required. Bilingual (English/Spanish) is a plus.

Physical Demands

- Requires work outdoors with extreme heat.
- Must be able to traverse uneven ground.
- Must be able to lift fifty pounds unassisted.